

Executive Officer, DDA
85- 3776/1

21 October 1985

MEMORANDUM FOR: Excellence Task Force Members:  
 Executive Officer, DDA  
 Executive Assistant, DDI  
 Executive Officer, Career Management Staff, DDO  
 Executive Assistant, DDS&T  
 Administrative Officer, DCI

FROM: Director of Central Intelligence

SUBJECT: Excellence

1. I appreciate very much your selection and presentation of the 27 examples of unusual initiative and achievement. I will send a personal letter to each of the individuals involved along the lines of the sample you have drafted. I would also like to meet with some of those involved in the more significant of your selections. I would find this very satisfying personally and I think it would be well if this indication of my interest got around.

2. I think I would like to talk with some people involved in examples 1, 2, a small group in 5, and 7. I would like to see the target studies indicated in 11 and the work plan for analysts indicated as the second item in 9. I would like to see the paper today if possible and talk to the individuals later. I would like to see the Intelligence Assessment in example 22. I would like to either hear or read about examples in 13 and 14. In addition, I want to send out a one or two page bulletin to the organization about this review indicating very briefly the substance of those selections which can be discussed without security or other damage in their being known about. It should be presented in a manner which highlights the initiative represented by these examples and the cross-fertilization between different units and disciplines in the organization. You might stress this as one of the important factors of our activity which has developed out of this excellence program.

3. This message might be keyed timewise to the laying of the cornerstone of the new building and refer to the value this will have in bringing more of our people and activities together and in closer touch with each other. It should incorporate more of this cross-fertilization, etc.

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*William J. Casey*  
 William J. Casey  
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